



CIGRE CANADA CONFERENCE & EXHIBITION

**SERVICE
CONTRACTOR
CONTACT:**

LEVY SHOW SERVICE INC.
210 – 12011 Riverside Way
Richmond, BC V6W 1K6
Tel: 604 277 1726 Fax: 604 277 1736
Email: operations@levyshow.com

LOCATION:

Westin Bayshore, Vancouver
1601 Bayshore Drive
Vancouver, BC V6G 2V4

EXHIBITOR MOVE-IN:

Monday, September 25, 2023 11:00 am – 5:00 pm

EXHIBITION DATES:

Monday, September 25, 2023 6:00 pm – 8:00 pm
Tuesday, September 26, 2023 9:00 am – 8:00 pm
Wednesday, September 27, 2023 9:00 am – 5:00 pm

EXHIBITOR MOVE-OUT:

Wednesday, September 27, 2023 5:00 pm – 8:00 pm

BOOTH EQUIPMENT:

Each 8' x 10' booth space includes the following:

- 8' high drapery backwall – green/white/white/green
- 3' high drapery sidewall – green
- One (1) 7" x 44" booth identification sign

If you require additional furnishings or services please complete and return the appropriate enclosed order form(s) and submit with completed credit card authorization form and full payment.

**DISCOUNT PRICE
DEADLINE:**

In order to receive the discount rates listed on the enclosed order forms, your **PAID** order must be received by **September 8, 2023**.

LEVY ONLINE ORDERING:

To access our online ordering system please visit <https://www.expotoolkit.com/expotools/webforms/login.aspx?c=151&s=8268>

- you will be prompted to either register as a new exhibitor OR sign in as a returning exhibitor
- if you do not know your booth number please enter "0" (zero)
- online ordering available until **September 19, 2023**

MATERIAL HANDLING:

To expedite the move-in process we highly recommend sending all materials to the Levy Advance Warehouse.

***In the event that a forklift is not available on show site for this particular exhibition, additional fees will apply if a forklift is required for your materials. ***

QUICK FACTS

Quick Facts continued...



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SHIPPING:

Please refer to the Material Handling order form in this manual for further information and associated costs.

All **ADVANCE WAREHOUSE** shipments should arrive between **August 21, 2023 – September 18, 2023**. Shipments arriving before or after these dates will incur an early/late surcharge.

Shipments sent to the advance warehouse should be consigned as follows: (Labels are provided in the Material Handling Section of the exhibitor kit)

CIGRE CANADA CONFERENCE & EXHIBITION
Exhibiting Company Name & Booth # ____
Liberate Logistics c/o Levy Show Service, Inc.
2441 United Blvd.
Coquitlam, BC V3K 6A8

RESCUED FREIGHT:

All freight left on the show floor after 8:00 pm on September 27, 2023 will be rescued by the official carrier.

We wish you a successful show! If we can be of assistance, please contact the Levy Show Service Exhibitor Services Department at 604 277 1726 or email operations@levyshow.com.

QUICK FACTS